

CLINTON/JACKSON COUNTIES ECI ANNUAL BOARD MEETING MINUTES

Monday, August 25, 2014 – 4:00pm

Francis Banta Wagonner Community Library, DeWitt, Iowa

Board Members Present:

Jack Willey, Chair
Lynn Bell
Brenda Kunau
Dr. Jessica Ihns
Linda Hledik
Jill Davisson
Karen Breitbach

Board Members Excused:

Pat Hendrickson
Dan Srp
Dave Hinds

ECI Staff Present:

Jenny Kreiter, Director

Guests attending meeting:

Kathy Richmond

Chair Jack Willey called the meeting to order at 4:10pm. A quorum was present (7/10). Introductions were made and a sign in sheet was circulated for Board Members and guests to sign.

Review of Agenda: Chair Jack Willey introduced the agenda and asked for comments or any conflict of interests; none were offered. Jenny provided a document with information about the ECI office moving from the County Annex Building at 329 E. 11th Street, DeWitt to the Clinton County Satellite Office at 226 11th Street, DeWitt. Jenny will be moving offices on August 28th and 29th.

Approval of Minutes: Mr. Willey asked for comments on Board Meeting minutes dated 6-30-14, Executive Committee minutes dated 7-21-14 and 8-11-14. Dr. Ihns moved. Ms. Kunau seconded to approve Board Meeting minutes dated 6-30-14 and Executive Committee minutes dated 7-21-14 and 8-11-14 as written. Motion was carried unanimously. Copies are attached.

Financial Report:

- a. Mr. Willey presented the FY14 Annual Report documents. Mrs. Davisson moved. Mrs. Bell seconded to approve the Clinton/Jackson FY14 Annual Report documentation. The Executive Committee will review the FY14 Annual Report prior to submission. Motion was carried unanimously. Copies are attached.
- b. Mr. Willey presented the FY15 financial report and the Coordinator's activity report. The Board reviewed the approved budget and projected expenditures in State School Ready and State Early Childhood. Mrs. Davisson moved. Mrs. Kunau seconded to approve the financial report and Director's activity report as presented. Motion was carried unanimously. Copies are attached. Jenny did meet with the YWCA and CCR&R about the Spanish Translator, 2nd Shift Child Care, Early Head Start and Head Start Expanded contracts. Mr. Willey presented two documents one from Roger Pavey, Executive Director, Community Action of Eastern Iowa. The other from the YWCA staff regarding the above mentioned contracts. The Board Members reviewed these documents. Dr. Ihns moved. Mrs. Breitbach seconded to approve the 2nd Shift Child Care resubmitted budget, revised monthly data reports and a plan to contact local businesses to partner with us to support this program. As part of this motion the Spanish Translator contract resubmission was approved and the name of the contract will now be the Bilingual Liaison which better represents the role it plays in our community. Motion was carried unanimously.

Mrs. Breitbach moved. Mrs. Davisson seconded to fully contract for services with Early Head Start and Head Start Extended Day. Motion was carried unanimously. Copies are attached.

3rd reading of bylaws: The full Board participated in reviewing the bylaws. Mrs. Hledik moved. Dr. Ihns seconded to approve the bylaws as directed by the Board. Motion was carried unanimously. A copy is attached.

ECI Board self evaluation/professional development plan: Mr. Willey presented the FY14/FY15 Board Function Survey completed by providers. The Board Members reviewed the responses and thanked our providers for their participation. The Board Members discussed and provided documentation of the top three items they would like to focus on in FY15. Jenny will work on tool AA to present to the Board. Copies are attached.

ECI State Team Survey due 8-29-14/listening post response due 9-23-14: The Board Members reviewed this survey, answered the questions and asked Jenny to submit them to the State TA Team. The Board Members advised Jenny to attend the ECI listening post event in September. They asked Jenny to share any information about the purpose and format of this event as she receives it. Jenny will ask for clarification on who can attend this event. A copy of the survey is attached.

State ECI Coordinator's Meeting 9-10-14 cancelled: Jenny reported that the State ECI TA Team has decided to cancel the Coordinator's meeting on 9-10-14. Jenny will attend the regional meeting when offered.

ECI Board Membership: Mrs. Hendrickson reviewed a document for our new member packet "Clinton/Jackson Early Childhood Iowa Board Overview". Mr. Willey presented this document to the Board and an improved application. Mrs. Kunau reviewed the application form and requested Jenny make a number of corrections. Jenny will complete this by the next Board Meeting. Copies are attached.

New Business:

- a. Mr. Willey presented the two documents from the community forum held in Jackson County and hosted by Clinton/ Jackson ECI. This information will be used to update our Community Plan.
- b. Dr. Ihns, Mrs. Breitbach and Mrs. Hledik each indicated they would serve another term on the Board. Mr. Willey reported that Mrs. Hendricksen submitted her resignation from the Board. Her leadership and dedication to the Board and our community is greatly appreciated. Mrs. Hendricksen has agreed to serve the Board as a consultant. Mrs. Davisson moved. Mrs. Bell seconded to approve Dr. Ihns, Mrs. Breitbach and Mrs. Hledik reappointment. Mrs. Hendricksen resignation was approved and her remaining as a consultant to the Board was accepted. Motion was carried unanimously.

Adjourn: By consensus, the meeting adjourned at 5:10p.m. Our next ECI Board Meeting will be 9-22-14.

Respectfully submitted, Jenny Kreiter, Clinton/Jackson ECI Director